



May 19, 2015

KANSAS BULLETIN NO. 300-15-43

SUBJECT: LTP–Contract Reviews

Action required by field offices by: June 15, 2015, and July 20, 2015

Purpose: Distribute deadlines for completing annual contract reviews for Program Contracts System (ProTracts) contracts

Expiration Date: September 30, 2016

Title 440, Conservation Programs Manual (CPM), Part 512, Section 512.55, states the designated conservationist must review contract implementation with the Conservation Program Contracting (CPC) participant annually and record findings in the ProTracts “Contract Review” module and in the CPC case file. The first review must be completed within 12 months of obligation in order to document meeting program conservation practice requirements as outlined in Title 440, CPM, Part 512, Section 512.45C.

NOTE: Annual status (field) reviews completed by the Kansas Department of Wildlife, Parks and Tourism are separate from ProTracts contract reviews. ProTracts contract reviews are completed by the Natural Resources Conservation Service (NRCS) employees only. CPC contracts that are not on schedule shall have contract reviews completed and entered in ProTracts by June 15, 2015. CPC contracts that are on schedule shall have contract reviews completed and entered in ProTracts by July 20, 2015.

If all contract provisions are being met, and

- the contract is on schedule, this will be documented in ProTracts and in the conservation technical assistance notes.
- the contract is not on schedule, this will be documented in ProTracts using Form NRCS-CPA-13, Contract Review.

If contract provisions are not being met:

- this will be documented in ProTracts using Form NRCS-CPA-13 in addition to Form NRCS-CPA-153, Agreement Covering Non-Compliance with Provisions of Contract.

Policy on completing annual contract reviews may be found in Title 440, CPM, Part 512, Section 512.55, as well as Bulletin KS300-14-12. A flow chart is attached to that bulletin to assist in the process.

NOTE: Contract reviews are to be performed on a calendar–year basis.

Contact: Forward all questions through established channels to Xiomara Tryban, Assistant State Conservationist, at Xiomara.tryban@ks.usda.gov or (785) 823-4569.

(signed)

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